

DUTY STATEMENT

Employee Name:	Position Number: 580-520-5157-909
Classification: Staff Services Analyst (General)	Tenure/Time Base: Permanent / Full-Time
Working Title: Fiscal Analyst	Work Location: 1615 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health Maternal, Child and Adolescent Health Division	Branch/Section/Unit: Administrative Support Fiscal Oversight and Operations Fiscal Reconciliation Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources Job Descriptions webpage](#).

Job Summary

The Staff Services Analyst (SSA) plays a crucial role in ensuring the financial stability and efficiency of the Maternal, Child and Adolescent Health (MCAH) Division. This position involves processing sub-recipient agreements, accounting, budgets, and invoices using CDPH accounting resources and systems. The SSA reviews encumbrances and invoices for accuracy, troubleshoots complex invoice-related issues, and collaborates with internal and external stakeholders to maintain accurate fiscal records. The incumbent also monitors the MCAH Invoice Inbox daily, ensures all supporting documentation is received, and processes various payments, including purchase orders and service agreements.

Additionally, the SSA uses software such as Adobe Acrobat and Microsoft Office to perform contractual and fiscal work, updates financial records, and maintains vendor/contractor accounts. This position is integral to the CDPH's mission, supporting the department's strategic plan by maximizing

and stabilizing funding sources. The role requires excellent communication skills, the ability to work well with others, and a commitment to equity, diversity, and inclusivity in public health services.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ In-State Travel: 5% (meetings, trainings and conferences)
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 45% Processes sub-recipient agreements, accounting, budgets, and invoices for MCAH Division utilizing the CDPH accounting resources and systems. Processes and reviews encumbrances and invoices for accuracy prior to being entered into the contracts and accounting databases. Troubleshoots complex invoice-related matters by independently working with internal and external stakeholders. Reviews and records entries of the monthly and quarterly invoices into the contracts and accounting database. Monitors the MCAH Invoice Inbox daily and ensures all supporting documentation is received to process invoices. Reviews invoices for accuracy of price and vendor information; sorts and files invoices. Processes payments associated with agreements, purchase orders, service orders, maintenance service agreements, and utilities. Verifies the items invoiced are received, and appropriately codes invoices for payments. Follows up with MCAH contract managers for approval of invoices and submit approved invoices to the CDPH Accounting section daily. Utilizes Adobe Acrobat and Microsoft Office software such as Excel, Word, PowerPoint, and Outlook to perform the contractual and fiscal work for program operational needs. Updates financial records and maintains vendor/contractor accounts and record retention of related fiscal activities.
- 30% Performs a variety of the less complex analytical assignments by independently researching policies, processes, or system maintenance projects relating to fiscal assignments, analyzing collected research, identifying and evaluating division need, and providing recommendations to management. Develops and maintains fiscal status reports regarding invoices and paid claims data. Works with internal and external stakeholders to process audits compliance requirements drills and various fiscal year end drills. Independently assesses effectiveness of current tracking systems and develops new and/or updates existing systems to effectively track expenditures and encumbrance/disencumbrance to ensure timely response to fiscal drills.
- 20% Works collaboratively with an internal multi-disciplinary team and liaises with external partners; coordinates communications, meetings, training, and Technical Assistance (TA) related to fiscal operations.

Marginal Functions (including percentage of time)

- 5% Attends meetings and performs other work-related duties as required.

☐ I certify this duty statement represents an ☐ I have read and understand the duties and

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accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: HD

Date: 10/2025